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high-ranking officials in an international environment*

Position Vacancy: FMC Secretary (TOKYO)
Announcement Number: 234

OPEN TO: All Interested Candidates
POSITION: **Secretary FSN-120 (position number A53021)**
***FSN-5, **FS-9 (Trainee Lvl); *FSN-6, **FS-8 (Full Performance Lvl)**
OPENING DATE: December 14, 2004
CLOSING DATE: December 28, 2004
WORK HOURS: Full Time 40 hours/week
SALARY: **Not-Ordinarily Resident: FS-9 US\$24,075 p.a. (Trainee salary)
**Not-Ordinarily Resident: FS-8 US\$26,930 p.a. (Full Performance salary)
(Position Grade: FS-8 is confirmed by Washington)
*Ordinarily Resident: FSN-5 ¥4,788,899 p.a. (Trainee salary)
*Ordinarily Resident: FSN-6 ¥5,487,739 p.a. (Full Performance salary)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
4. Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax.

THE U.S. EMBASSY IS SEEKING: a secretary (office management assistant) for the Financial Management Center. This position reports directly to the senior Financial Management Officer. Working independently, the selected candidate will perform a variety of secretarial and administrative tasks encompassing the center's operations, voucher examiner duties, as well as serves as the overall central office coordinator and liaison for both FMC staff and outside customers.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

--TRAINEE LEVEL--

1. Education: High school degree or host country equivalent required.
2. Prior Work Experience: 2 years progressively responsible experience in secretarial/ office management duties is required.
3. Language Proficiency: Level III (Good Working Knowledge) Reading/Writing/Speaking English is required.
4. Knowledge: Knowledge of secretarial and information management techniques is required.

5. Skills and Abilities: Typing skills (60 wpm), calculator, basic computer skills (MS Word, Excel, Outlook, Access) are required.
6. Post Entry Training: Acquire knowledge of FMC and Mission organizational structure and functions. Learn the use of Travel Manager, WIN T&A, and other applications.

--FULL PERFORMANCE LEVEL--

1. Education: High school degree or host country equivalent required.
2. Prior Work Experience: Three years progressively responsible experience in secretarial/ office management duties is required.
3. Language Proficiency: Level III (Good Working Knowledge) Reading/Writing/Speaking English is required.
4. Knowledge: Knowledge of secretarial and information management techniques; knowledge of FMC and Mission organizational structure and functions; basic knowledge of various FMC activities is required.
5. Skills and Abilities: Typing skills (60 wpm), calculator, basic computer skills (MS Word, Excel, Outlook, Access) are required.
6. Post Entry Training: Use of Travel Manager, WIN T&A, and other applications as necessary.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

APPLICATIONS MUST INCLUDE:

1. An application for U.S. Federal Employment (SF-171 or OF-612), a current resume or curriculum vitae that provides the same information as OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

SUBMIT APPLICATION TO:

Human Resources Office, ATT: Miriam Tokumasu
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT:

Miriam Tokumasu
TEL: 03-3224-5642
FAX: 03-3224-5818

DEFINITIONS:

1. EFM: Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. AEFM: An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

An Equal Opportunity Employer